

## E. Memorial Service Planning Checklist

In consultation with the family, the following details may be considered:

	Who	When	Notes/Completed
Name and date of remembrance			
Location			
Order flowers			
Obtain a sign-in book for family to keep			
Framed picture of resident to place on easel			
Furniture needs			
How many chairs are needed			
Tables to display pictures and belongings			
Coat racks			
Tissues			
Basket to collect cards			
Catering and room reserved			
Organization: How will the program run?			
Will there be a master of ceremonies?			
Will any faculty speak?			
Which resident will speak? Open microphone?			
Does the family want/feel comfortable speaking?			
Music and/or slideshow			

Checklist continued on next page >

	Who	When	Notes/Completed
What music will be playing when guests arrive? Are residents/staff able to play piano at opening, during service, and after?			
Will a slide show be put together to run with pictures while people are arriving or as part of the memorial?			
Video – Does the family want it videotaped?			
What AV is needed?			
Program: Who will design program for memorial?			
Support: Will counselors be on hand to support guests?			